 **2024 Competition (Fiscal Year 2024-25)**

**Submission Deadline: March 15, 2024 by 11:59 p.m. PST**

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| **Research/Creative Project Grant Application Template** |

**Please read the Research/Creative Project Grant guidelines (available at** [**the Office of Research Services Internal Grants webpage**](https://www.uvic.ca/research-services/funding/internal-grants/index.php)**) before completing this application. Do not delete instructions – they must remain in the template to allow each applicant to have the same amount of space for responses.**

**Detailed Description (2 pages max****, must use Arial 11 font)**

Describe the research/creative project to be supported by the grant. Refer to the Research/Creative Project Grant Guidelines for information to include in this section. Please use the given headings, as appropriate.

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**References (optional, 1 page max, must use Arial 11 font)**

List any publications cited in your detailed description.

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**Budget Details and Justification**

Enter your budget details and justification for each item here. Add more rows as needed. Refer to the Research/Creative Project Grant Guidelines for eligible/ineligible expenses. Refer to [UVic’s Research application budgets webpage](https://www.uvic.ca/research-services/funding/research-finance/research-application-budgets/index.php) for salaries and employment costs.

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| **Item and description** | **Amount** |
| **Salaries.** Position (e.g., undergraduate, masters, doctoral, postdoctoral, other), rate calculation (e.g., hourly wage, mandatory employment-related costs (MERCs) and number of hours), and description of their role on the project. | |
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| **Supplies and Operating Expenses**. Minor equipment under $250 and equipment upgrades. | |
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| **Equipment**. Major items over $250. | |
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| **Travel**. Purpose of travel, dates, airfare, other transportation, accommodation and subsistence costs (max $3,000), child care expenses as eligible under Tri-Agency guidelines. Describe why in-person travel is critical to your project, taking into consideration carbon impact and the values and goals outlined in UVic’s [Climate and Sustainability Action Plan](https://www.uvic.ca/about-uvic/climate-sustainability-plan/index.php). | |
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| **Other**. | |
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| **Enter total budget** |  |

**External Research Support**

Grants (or annual installments) applied for (funded and unfunded) either as PI/Co-PI or Co-applicant during the past 5 years. Do **not** include internal university grants. If application results have not yet been announced, please state “pending” in the “Amount Awarded” column.

Note: Applicants must not hold as Principal Investigator, Co-Investigator, Co-Applicant or Project Director any active external research grant of $50,000 or more. Salary awards are exempt from this eligibility criterion.

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| **As Principal Investigator/Co-PI/Co-Director** | | | | | | | | | | | |
| **Agency** | | **Program** | | **Funding Years** | | **Title** | | **Amount**  **Requested**  **$** | | **Amount**  **Awarded**  **(0 if not awarded)**  **$** | |
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| **As Co-Applicant (if awarded, please also specify the amount of funding awarded to you as a co-applicant)** | | | | | | | | | | |  | |
| **Agency** | **Program** | | **Funding Years** | | **Title** | | **Amount**  **Requested**  **$** | | **Amount**  **Awarded**  **(0 if not awarded)**  **$** | | **Amount**  **Received as Co-Applicant**  **(n/a if no funds received)**  **$** | |
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| **If no funds have been applied for, provide an explanation as to why such applications have not been made.** | | | | | | | | | | | | |

**Scholarly Publications/Artistic Achievements (3 pages max, must use Arial 11 font)**

* List all books, book chapters and/or major works completed in the last 10 years, accounting for any career interruptions or special circumstances.
* List all scholarly articles/creative projects completed (published, accepted, exhibited, performed) in the last 5 years, accounting for any career interruptions or special circumstances. Only items published, accepted, exhibited or performed should be listed.
* List all scholarly articles/creative projects currently under review.
* Start from the most recent and identify with an asterisk (\*) those that have undergone a peer-review process.

Applicants whose research involves community engagement (e.g. relationship-building activities, consultations, co-development of proposals) may also list their major achievements in community-engagement over the last 5 years.

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**Creative Project Support Materials (optional, 1 page max, must use Arial 11 font)**

If you are submitting a proposal for a creative project, you may provide links to your past creative works (see guidelines)

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**Career interruptions and special circumstances (optional, 1 page max, must use Arial 11 font)**

If applicable, applicants can use part of this section to provide a brief explanation of any significant leaves, slowdowns or interruptions that impacted your research productivity over the past 5 years. This may include interruptions due to health, administrative, family, cultural or community responsibilities, or other reasons including COVID-19.

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**Signatures of Applicant, Chair and Dean**

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| **Signatures** | Name | Signature | Date |
| Applicant |  |  |  |
| \*Chair/Director |  |  |  |
| \*\*Dean |  |  |  |
| \*This certifies that the university can provide the space, facilities and services required for the proposed project.  \*\*If the applicant is a Chair or Director, the Dean’s signature is required and sufficient. | | | |

Completed Application template must be saved as a PDF and attached in Section 5 of the RCPG online submission form.